



# MILogin

“Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

# Table of Contents

- [Register for MILogin account and CHAMPS](#)
- [Update Profile](#)
- [Update Security Options](#)
- [Update Password](#)

# Register for MILogin and CHAMPS

---

MILogin is a website that allows a user to enter one ID and password in order to access multiple applications.

CHAMPS (Community Health Automated Medicaid Processing System) is the program where providers enroll, update enrollment information, and report services performed.

# MILogin for Third Party

User ID

Password

Password

LOGIN

Don't have an account?

 SIGN UP

Forgot your User ID?

Forgot your password?

Need Help?

Copyright 2015-2019 State of Michigan

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://milogintp.Michigan.gov> into the search bar
- Click Sign Up

## MILogin for Third Party

[HOME](#)

### Create Your Account



#### Profile Information

Enter your profile information

\* Required

\*First Name

Middle Initial

\*Last Name

Suffix

\*Email Address

\*Confirm Email Address

\*Work Phone Number

Mobile Number

\*Verification Question: Bee, chin, ankle, leg and dog: how many body parts in the list?

☐

agree to the [terms & conditions](#).

NEXT

RESET

- Complete all required fields
- Check the 'I agree' box
- Click Next

## MILogin for Third Party

HOME

## Create Your Account



## Security Setup

Provide user id and password information to complete your profile

\* Required

\* User ID

Enter a User ID

\* Password

Enter password

\* Confirm New Password

Confirm password

## \* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.



CREATE ACCOUNT

BACK



## User ID guideline:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

## Password Guidelines:

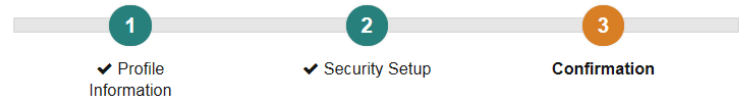
- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (IS#,%@~^&\*\_-+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

- Create the user ID and password following the listed guidelines
- Select the preferred password recovery method(s)
- Click Create Account

## MILogin for Third Party

[HOME](#)

### Create your account



### Confirmation

#### ✓ Success

Your account has been successfully created.

[LOGIN](#)

- Your MILogin account has now been created successfully
- Click the Login button to return to the login screen

# MILogin for Third Party

User ID

Password

Password

LOGIN

[Don't have an account?](#)

SIGN UP

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

Copyright 2015-2019 State of Michigan

- Enter your User ID and Password you just created
- Click Login



# MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

## Home Page

⌚ Your password will expire in **364** days

Access your applications by clicking on the application links below

You do not have access to any application. You can request access by clicking on [Request Access](#) link.

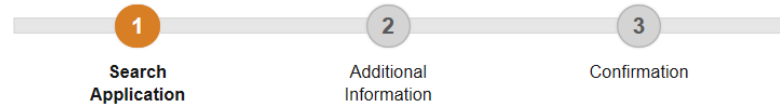
- Your Home Page will not show any applications
- Click Request Access

*\*MILogin resource links are listed at the bottom of the page*

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Request Access



### Search Application

Search for an application with a keyword or select an agency to view its applications

- Type CHAMPS in the search box
- Click the search/magnifying glass button

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Request Access

1

Search  
Application

2

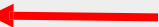
Additional  
Information

3

Confirmation

### Search Application

Search for an application with a keyword or select an agency to view its applications

**Michigan Department of Health & Human Services (MDHHS)****CHAMPS**

- Click on CHAMPS

MILogin for Third Party

HOME

Request Access

Search Applications

Search for an application

CHAMPS

MDHHS Michigan Department of Health & Human Services

CHAMPS

### CHAMPS

(Community Health Automated Medicaid Processing System) is the Michigan Medicaid Management Information System (MMIS). It supports Medicaid provider enrollment and maintenance, beneficiary healthcare eligibility and enrollment, prior authorization, Home Help Electronic Service Verification (ESV), fee-for-service payments and managed care enrollments, payments, and encounters.

General rules, rules and regulations: The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution.

☒ I agree to the terms & conditions

☐ I do not agree

CANCEL

REQUEST ACCESS

- Select the 'I agree to the terms & conditions' radio button
- Click Request Access

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Request Access

1

✓ Search  
Application

2

Additional  
Information

3

Confirmation

### Additional Information

Provide following information to submit your access request

\* Required

\*Email Address

\*Work Phone Number

\*CHAMPS User Type

- ☒ Provider/Other  
☐ State User Only

**SUBMIT****RESET**

- Verify all information is correct
- Click Submit

# MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

## Request Access

1

✓ Search  
Application

2

✓ Additional  
Information

3

Confirmation

## Confirmation

### ✓ Success

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

[HOME](#)

- You will be given confirmation that your request has been submitted successfully
- Click the Home button to return to the MILogin Home Page

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Home Page

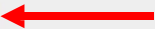
⌚ Your password will expire in **48** days

Access your applications by clicking on the application links below

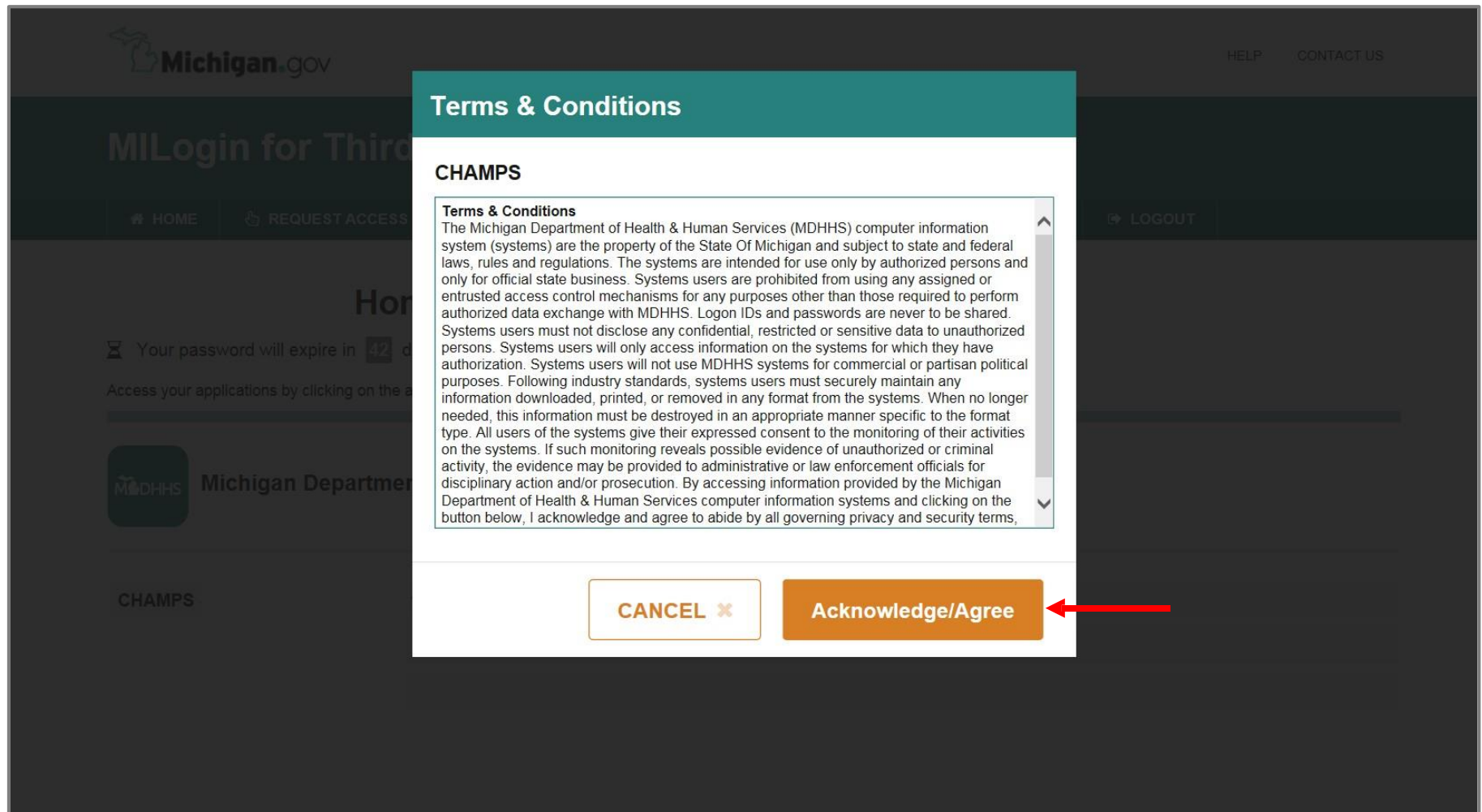


Michigan Department of Health & Human Services (MDHHS)

CHAMPS



- You will be directed back to your MILogin Home Page
- Click the CHAMPS hyperlink



- Click 'Acknowledge/Agree' button to accept the Terms & Conditions to get into CHAMPS





The login screen features the CHAMPS logo and the text "Community Health Automated Medicaid Processing System". Below the logo is a form with three dropdown menus and a "Go" button. Red arrows point to the "Select Profile" dropdown, the "Atypical Access" dropdown, and the "Go" button.

- Your Name and Provider ID number will show in the top section
- In the 'Select Profile' drop-down menu, select Atypical Access
- Click go
- Once successfully logged in you will be directed to the CHAMPS provider portal page

# Update Profile

---

Steps on updating MILogin personal information

# MILogin for Third Party

User ID

Password

LOGIN

Don't have an account?

SIGN UP

Forgot your User ID?

Forgot your password?

Need Help?

Copyright 2015-2019 State of Michigan

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://milogintp.Michigan.gov> into the search bar
- Enter your User ID and Password
- Click Login

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Home Page

⌚ Your password will expire in **48** days

Access your applications by clicking on the application links below



**Michigan Department of Health & Human Services (MDHHS)**

**CHAMPS**

- You will be directed to your MILogin Home Page
- Click Update Profile

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Update Profile

1

Profile  
Information

2

Confirmation

#### Profile Information

Update your profile information

\* Required

\* First Name

Middle Initial

\* Last Name

Suffix

\* Email Address

\* Confirm Email Address

\* Work Phone Number

Mobile Number

SUBMIT

RESET



- Update any information
- All information asterisked is required (email, work phone #, and mobile # are used for password recovery)
- Click Submit

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Update Profile

1

✓ Profile  
Information

2

Confirmation

### Confirmation

✓ Success

Your profile has been successfully updated.

[HOME](#)

- You will be given confirmation that your profile has been updated successfully
- Click the Home button to return to your MILogin Home Page

# Update Security Options

---

Instructions on how to change current MILogin password recovery options

# MILogin for Third Party

User ID

Password

Password

LOGIN

Don't have an account?

SIGN UP

Forgot your User ID?

Forgot your password?

Need Help?

Copyright 2015-2019 State of Michigan

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://milogintp.Michigan.gov> into the search bar
- Enter your User ID and Password
- Click Login



## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Home Page

⌚ Your password will expire in **48** days

Access your applications by clicking on the application links below



Michigan Department of Health & Human Services (MDHHS)

CHAMPS

- You will be directed to your MILogin Home Page
- Click 'Security Options' to change your security questions and password recovery options

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Update Security Options

1

Security  
Options

2

Confirmation

### Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

\* Required



Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

\*Email

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

- Current password recovery options are displayed and are indicated with a check mark

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Update Security Options

1

Security  
Options

2

Confirmation

### Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

\* Required



Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

\*Email

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

- To receive an email as a password recovery method click the Email option
- Enter or update a valid email address which will be used to send a temporary password for forgotten password

# MILogin for Third Party

[HOME](#)
[REQUEST ACCESS](#)
[UPDATE PROFILE](#)
[SECURITY OPTIONS](#)
[CHANGE PASSWORD](#)
[LOGOUT](#)

## Update Security Options

1

Security Options

2

Confirmation

### Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

\* Required



Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

\* Email

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

\* Mobile (Text/SMS)




This mobile number will be used to receive a PIN for resetting forgotten password/additional authentication.

- By selecting "Mobile" option, you agree to receive text messages on your mobile number.
- Standard message & data rates may apply.

- To receive a mobile PIN as a password recovery option select the Mobile option
- Enter a mobile phone number

## MILogin for Third Party

HOME

REQUEST ACCESS

UPDATE PROFILE

SECURITY OPTIONS

CHANGE PASSWORD

LOGOUT

## Update Security Options

1  
Security  
Options2  
Confirmation

## Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

\* Required



Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

\* Email

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

\* Security Questions

- To update the answer(s) for one or more of your security questions, enter a new answer for the corresponding questions.
- To update the security question(s), select a different question(s) from the drop-down menu and enter a new answer for the corresponding question(s).
- To retain your old answer, leave the answer field blank.

--Select Security Question #1--

What was your favorite place to visit as a child?

What was the last name of your third grade teacher?

What was the make of your first car?

In what city were you born in?

What was the name of the company of your first job?

In what city did you and your spouse first meet?

What was your high school mascot?

What is your mothers maiden name?

What is your favorite team?

Where was the first concert you attended?

What was your favorite place to visit as a child?

Enter Security Answer #1

What was the name of the company of your first job?

Enter Security Answer #2

In what city were you born in?

Enter Security Answer #3

What is your mothers maiden name?

Enter Security Answer #4

SUBMIT

RESET

- To answer security questions as a password recovery method select the Security Questions option
- Select a question and input an answer
- Click Submit

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Update Security Options

1

✓ Security Options

2

Confirmation

### Confirmation

 **Success**

Your security options have been successfully updated.

[HOME](#)

- You will be given confirmation that your Security Options have been updated successfully
- Click the Home button to return to the MILogin Home Page

# Update Password

---

Instructions on how to change current MILogin password

# MILogin for Third Party

User ID

Password

LOGIN

Don't have an account?

SIGN UP

Forgot your User ID?

Forgot your password?

Need Help?

Copyright 2015-2019 State of Michigan

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://milogintp.Michigan.gov> into the search bar
- Enter your User ID and Password
- Click Login



## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Home Page

⌚ Your password will expire in **48** days

Access your applications by clicking on the application links below



**Michigan Department of Health & Human Services (MDHHS)**

**CHAMPS**

- You will be directed to your MILogin Home Page
- Click Change Password

# MILogin for Third Party

HOME

REQUEST ACCESS

UPDATE PROFILE

SECURITY OPTIONS

CHANGE PASSWORD

LOGOUT

## Change Password

1

Enter Password

2

Confirmation

### Enter Password

Please enter new password to reset your expired password.

\* Required

\*Enter Current Password

\*Enter New Password



\*Confirm New Password



#### Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$#.%@~^&\* \_-+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

SUBMIT

RESET

- Enter your current password
- Enter a new password following the password guidelines
  - This will also be the screen that appears once your password has expired
- Click Submit

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Change Password

1

✓ Enter Password

2

Confirmation

### Confirmation

 **Success**

Your password has been successfully updated.

[HOME](#)

- Confirmation will be displayed that the password has been updated
- Click the Home button to return to the MILogin Home Page

# Provider Resources

- Home Help Provider Support Hotline  
1-800-979-4662
- Home Help Provider Support Email:  
[ProviderSupport@Michigan.gov](mailto:ProviderSupport@Michigan.gov)
- Home Help Website  
[www.Michigan.gov/HomeHelp](http://www.Michigan.gov/HomeHelp)